

**TOWN OF EAST WINDSOR
WATER POLLUTION CONTROL AUTHORITY**

Minutes of Meeting of January 30, 2013

Members Present: Paul Anderson, Tom Davis, Dave Tyler, Peter Pippin and Chuck Riggott

Others Present: WPCF Superintendent E. Arthur Enderle III, Chief Operator Edward Alibozek, Selectman Richard Pippin, Board of Finance Member Kathy Pippin, WPCF Operator Marc Brennan and Recording Secretary Laura Michael

Time and Place

Paul Anderson, Chairman, called the meeting to order at 7:00 p.m. at the WPCA Administration Building, 192 South Water St, East Windsor, CT

I. Added Agenda Items

There were no added items.

II. Acceptance of Minutes of November 28, 2012 and December 6, 2012

Motion: To accept the minutes of November 28, 2012.
Tyler/Riggott
Passed unanimously

Motion: To accept the minutes of December 6, 2012
Riggott/Pippin
Tyler abstained
Motion Carries

III. Communications

Mr. Anderson had three items of communication. The first was a letter from the Board of Selectmen to Mr. Riggott. Mr. Riggott had been appointed a regular member on January 15, 2013 term ending November 2016. Mr. Riggott was congratulated. The second was a letter from the Board of Selectmen to Mr. Barton thanking him for his service to the WPCA and to the Town. The third was a letter from UE Local 222, CILU. Annie MacDonald will serve as the UE Field Organizer for the upcoming negotiations. The letter contained a request for information for negotiations. Mr. Anderson explained that all items will be addressed and discussed at the next meeting.

IV. Visitors

Tajammal Chaudhry, Bak Food Store, 68 Depot St

Mr. and Mrs. Chaudhry were present to ask that their sewer use bill be suspended. The store is closed; there has been no water and no electricity since January 2012. The store is in foreclosure. The Board requested documentation Mr. Chaudhry will try to sell the property, if he can't he will open another store. He is asking that the January 2013 installment be suspended. There was a discussion of how the WPCA would know when the store re-opens. Mr. Tyler suggested suspending the January 2013 bill and issuing a bill for July 1, 2013. If that bill needs to be suspended, the Chaudhry's will need to return to the WPCA to request a suspension. If the store opens prior to July 1, 2013, the Chaudhry's will notify the WPCA. Mr. Enderle will ask the Building Department for notification of the store re-opening.

Motion: To suspend the January 1, 2013 sewer use bill for 68 Depot Street under the specified conditions.
Tyler/Pippin
Passed unanimously

Mr. and Mrs. Chaudhry thanked the Board and left the meeting at this time.

V. Public Participation

There was no public participation.

VI. Receipt of Applications

Farmer, Lots 33-1 & 33-2 South Water St, COM2013-001

Mr. Enderle presented the plans and Town Engineer Len Norton's memo taking no exceptions to the plans. These are two lots with individual lines going into a manhole with two bores. The WPCA will need an easement.

Motion: To receive the application of Farmer, Lots 33-1 & 33-2, COM2013-001.
Tyler/Riggott
Passed unanimously

Balch, 248 & 250 South Main St, COM2013-002

Jay Ussery, JR Russo & Associates presented the plans for the Balch application. Town Engineer Len Norton took no exceptions to the plans. The two properties will merge into one lot or they will grant an easement to the Town.

Motion: To receive the application of Balch, 248 & 250 South Main St, COM2013-002.
Tyler/Davis
Passed unanimously

Motion: To suspend the regular meeting for the purpose of holding the scheduled public hearing.
Riggott/Tyler
Passed unanimously

VII. Public Hearing Scheduled at 7:30 p.m.

Motion: To open the public hearing for Towle, 134 South Main St through Newberry Village LLC, 85 Mourning Dove Trail.
Tyler/Davis
Passed unanimously

There was no one present for Towle, 134 South Main St. Mr. Enderle explained that this is an existing residential single family and all of the FCC has been paid.

There was no one present for Conway, 6 Prospect Hill Terrace. Mr. Enderle explained that this is an existing residential single family and all of the FCC has been paid.

There was no one present for Newberry Village LLC, 85 Mourning Dove Trail. Mr. Enderle explained that this is an active adult housing unit and half of the FCC has been paid.

Motion: To close the public hearing Towle, 134 South Main St through Newberry Village LLC, 85 Mourning Dove Trail.
Tyler/Davis
Passed unanimously

Motion: To resume the regular meeting.
Tyler/Davis
Passed unanimously

VIII. Approval of Applications

Farmer, Lots 33-1 & 33-2 South Water St, COM2013-001

Motion: To approve the application of Steven L. & Noreen P. Farmer, 247 South Water St, East Windsor, CT, prepared by JR Russo & Associates, 1 Shoham Rd, East Windsor, CT, Map 07/Block 5/Lot 33, Plan # 2009-065 dated 11/2/09 revised 8/12/11.
Tyler/Riggott
Passed unanimously

Balch, 248 & 250 South Main St, COM2013-002

Motion: To approve the application of the Estate of Monica T. Balch, 248-250 South Main St, East Windsor, CT, prepared by JR Russo & Associates, 1 Shoham Rd, East Windsor, CT, Plan # 2001-001, final revision 1/8/13.
Tyler/Riggott
Passed unanimously

IX. Legal

There were no legal items.

X. Action on Facility Connection Charges

Motion: To impose the Facility Connection Charge as published for Towle, 134 South Main St through Newberry Village LLC, 85 Mourning Dove Trail.
Tyler/Pippin
Passed unanimously

XI. Unfinished Business

Policy for Collection of Delinquent Sewer User Charges

Mr. Anderson handed out a revised draft policy; a paragraph had been added.

Motion: To adopt the Policy for Collections of Delinquent User Fees as submitted January 30, 2013.
Davis/Riggott
Passed unanimously

Discussion of Financing and Charges for Wastewater Systems

Mr. Anderson provided dvd's of a story that was on CNBC; it is very informational. Mr. Enderle felt it was prudent since they were going through the QBS process. Mr. Enderle explained that on December 6th they held a special meeting the QBS process. The Board decided to advertise a request for qualifications for an on call engineer. Three firms came to tour the plant and they received packets from four firms. He has notified DEEP. The QBS is necessary in order to receive State funding. Interviews will be held on Thursday, February 7th at Town Hall. The four firms being interviewed are: Wright Pierce, DTC, HMD and Woodard & Curran. Board Members, Mr. Richard Pippin, Mr. Alibozek and Mr. Norton will be on the interview panel. The firms will be asked a series of questions and they will be scored. Mr. Norton will add up the scores and choose the firm with the highest score. At that point, they would negotiate a fee. Mr. Tyler explained that they haven't budgeted for this. Mr. Enderle explained that it would come out of FCC money. Mr. Tyler felt they would need to come up with a budget. Mr. Enderle explained they would give a scope of the work and receive a fee. He can advise but it is the commission's decision. Mr. Enderle feels there is a need for professional assistance. He explained that DEEP looks to see what our plan is. Mr. Tyler stated that a great job has been done in maintaining equipment. Mr. Alibozek pointed out that two of the firms mentioned the excellent nitrogen results. It was explained that each firm will be asked the same questions; they will be predefined and equal. Mr. Davis explained that if a question is added to one firm, all of the firms need to have an opportunity to provide an answer.

Roof Repairs

Mr. Enderle explained that the repairs are very expensive and the need to decide what they are going to do. He hopes to let an engineering firm help with it.

North Road Sewer Extension Phase II

Mr. Enderle explained that the bid opening was Tuesday. Nineteen sets of plans were taken out and ten bids were received. The bids ranged from \$631,000 to \$3,025,800; the low bid was withdrawn. The second apparent low bid was for about half of what the project should be. Mr. Enderle reported that some of the bid forms were incomplete; missing license numbers or signatures. Mr. Tyler asked of the ten bids, how many qualify. Mr. Enderle replied three. They do not want to deal with subpar work or contractors. The USDA has allotted a certain amount for the project and it would behoove us not to use it. The loan is used first and then the grant. Mr. Ussery reported that some contractors make his job harder; they don't cooperate.

Pump Station Issues

Mr. Enderle reported that there are some issues they are trying to work out; they've had some setbacks. Going forward, the QBS would help to avoid. Two pumps at Mill St and Scantic Rd had motor failures. These are the pumps that were installed 6 months ago. They have been taken out for repair. Mr. Enderle explained that the limiting factor was the starters. The starters were not changed and they are the wrong size.

XII. New Business

Transfers

Motion: To transfer \$3148.58 from Perri Lane STIF Account (2-11-30-0210-9-920) to Pump Station Maintenance (1-11-30-0210-4-438)
Tyler/Davis
Passed unanimously

Motion: To transfer \$1865.25 from the Canyon Ridge Operating Account (2-11-30-0210-6-613) to Pump Station Maintenance (1-11-30-0210-4-438)
Tyler/Davis
Passed unanimously

Motion: To transfer \$346.00 from the Canyon Ridge Operating Account (2-11-30-0210-6-613) to Contracted Services (1-11-30-0210-4-436)
Tyler/Riggott
Passed unanimously

Superintendent's Report

The Superintendent's Report was included with the meeting packet. Mr. Enderle went over the report. He explained that there was a failure of the PLC's. There was a programming problem that we could not handle. After reaching out to several people, Mr. Tim Maynard was able to load the program but this didn't totally help. They had lost communication. The plant was run manually from Sunday until they were back online Tuesday. They didn't lose any process or bypass any wastewater. There will be a need to look at the ACP panels with the QBS. Mr. Alibozek gives the highest rating to Mr. Maynard. Mr. Enderle presented Mr. Anderson and Mr. Davis with certificates they earned.

Review of Bill Sheet

The bill sheet was briefly reviewed and questions were answered.

XIII. Adjournment

Motion: To adjourn the meeting 8:36 p.m.
Tyler/Pippin

Respectfully submitted,

Laura Michael
Recording Secretary